



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
NP-SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2023-1162  
Date : August 30, 2023

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

**Interested supplier/s are required to submit true copies of their valid Mayor's Permit and Philgeps registration number upon submission of quotation/s.**

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **September 5, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **on the specified dates in Annex A**
- Place of Delivery: **VDRC, Tingub, Mandaue City**
- Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: \_\_\_\_\_

  
**REINAF LOR C. VISTO**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
Signature of Supplier/Service Provider/Authorized  
Representative over Printed Name



Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ I      DSWD7-2023-1162  
 Date:      August 30, 2023

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
	1,500	pax	Provision of Catering Services for Volunteers at VDRC				
			<b>1 Meal</b>				
			Date : Upon Request by End-User				
			Venue: VDRC				
			Meals: Lunch (Individually Packed)				
			<b>Menu:</b>				
			Rice (2 Cups) 3 Main Dish: 2 Dish - Choices of Beef /Pork/ Chicken or Fish 1 Dish - Vegetables				
			Dessert: Fresh Fruits				
			Drinks: 500ml Bottled Water NO serving of CREAMDORY fish NO serving og BAM-E, PANSIT OR BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES				
			<b>Other Specification:</b>				
			1. Meals provided must not spoil within 12 hours upon delivery when kept at room temperature				
			2. Individually packed meal using biodegradable food container with disposable spoon and fork				
			3. Service provider must provide at least 30% of the total requested meals to be for the non-pork or vegetarians as required by the VDRC authorized representative				
			4. Service provider shall preferably be within Mandaue City or Cebu City to avoid delay in the delivery				
			5. End-user to notify the service provider as to the final pax to be ordered atleast 3 days prior to the delivery date				
			6. Service Provider must attach MENU upon submission of the Request for Quotation (RFQ)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			7. Service Provider must inform the End-User ahead of time for any changes on the menu prior to the delivery				
			8. Service Provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to Fast Track the processing of payment				
<b>Approved Budget for the Contract: Php 450,000.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User:	ADMIN/VDRC						
<b>PURPOSE : Food for Volunteers during disaster and preparedness operations</b>							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

\_\_\_\_\_  
Signature of Supplier/Service  
Provider/Authorized Representative  
over Printed Name

\_\_\_\_\_  
**REINAFLO R. VISTO**  
Canvasser